

United States Environmental Protection Agency
New England Region

HEALTHY COMMUNITIES GRANT PROGRAM APPLICATION GUIDANCE 2004

*“Working With New England’s Communities
to Reduce Environmental Risks to Protect
and Improve Human Health and the Quality of Life”*



Indoor Air Quality



Tools for Schools

Pesticides Program



Asthma Program



Toxics Program



THE HEALTHY COMMUNITIES GRANT PROGRAM

Overview Information

The purpose of this grant program is to join resources from nine EPA New England Programs to best identify competitive projects that will achieve measurable environmental and public health results in communities across New England. The Healthy Communities Grant Program anticipates awarding approximately 20-25 cooperative agreements in 2004. The Healthy Communities Grant Program is EPA New England's main competitive grant program to work directly with communities to reduce environmental risks, protect and improve human health and improve the quality of life. The Healthy Communities Grant Program will achieve this through identifying and funding projects that:

- Target resources to benefit communities at risk (environmental justice areas of potential concern, places with high risk from toxic air pollution, urban areas) and sensitive populations (e.g. children, elderly, others at increased risk).
- Assess, understand, and reduce environmental and human health risks.
- Increase collaboration through community-based projects.
- Build institutional and community capacity to understand and solve environment and human health problems.
- Achieve measurable environmental and human health benefits.

In order to qualify as eligible projects under the Healthy Communities Grant Program, projects must meet two criteria: (1) Be located in and directly benefit one or more of the four Target Investment Areas; and (2) Achieve measurable environmental and public health results in one or more of the ten Target Program Areas.

Target Investment Areas: Environmental Justice Areas of Potential Concern, Places with High Risks from Toxic Air Pollution, Sensitive Populations, and/or Urban Areas

Target Program Areas: Asthma, Capacity-Building on Environmental and Public Health Issues, Community Air Toxics, Healthy Indoor Environments, Healthy Schools, Preserving & Restoring Urban Natural Resources and Open/Green Space, Smart Growth & Children's Health, Urban Development & Redevelopment, Urban Transportation & Mobility, and Water Quality Monitoring or Analyses

Grants may be requested from \$5,000 - \$30,000 for one to two year periods, beginning October 1, 2004. The program encourages, but does not require a 5% match. **All One-Page Project Summaries must be postmarked by or be received via facsimile (617) 918-0797 or received by e-mail (padula.sandra@epa.gov), no later than May 3, 2004. Only one form of submission listed above is required to meet the deadline. Applicants that are invited to submit a full proposal must postmark the full proposal by midnight on June 11, 2004.**

Catalogue of Federal Domestic Assistance Number: 66.606 Surveys, Studies, Investigations, and Special Purpose Grants. This application guidance includes the following information:

Section I.	Funding Opportunity Description
Section II.	Award Information
Section III.	Eligibility Information
Section IV.	Application and Submission Information
Section V.	Application Review Information
Section VI.	Award Administration Information
Section VII.	Agency Contact
Section VIII.	Other Information

SECTION I. FUNDING OPPORTUNITY DESCRIPTION

The Healthy Communities Grant Program was launched in 2003 and integrates nine EPA New England programs – Assistance & Pollution Prevention: Schools Sector, Asthma, Children’s Environmental Health, Community Air Toxics, Pesticides, Smart Growth, Tools for Schools, Toxics, and the Urban Environmental Program to combine available resources and best identify competitive projects that will achieve measurable environmental and public health results in communities across New England. In order to reduce the amount of time required for applicants to prepare proposals, eligible applicants are invited to submit a One-Page Project Summary to EPA New England for funding consideration under this competitive grant program. Based on the quality of the submissions, finalists will be invited to submit full project proposals for review. The Healthy Communities Grant Program anticipates awarding approximately 20-25 cooperative agreements from these full project proposals in 2004.

The Healthy Communities Grant Program is EPA New England’s main grant program to work directly with communities to reduce environmental risks to protect and improve human health and the quality of life. The Healthy Communities Grant Program will achieve this through identifying and funding projects that:

- Target resources to benefit communities at risk (environmental justice areas of potential concern, places with high risk from toxic air pollution, urban areas) and sensitive populations (e.g. children, elderly, others at increased risk).
- Assess, understand, and reduce environmental and human health risks.
- Increase collaboration through community-based projects.
- Build institutional and community capacity to understand and solve environmental and human health problems.
- Achieve measurable environmental and human health benefits.

The mission of the U.S. Environmental Protection Agency is to protect human health and to safeguard the natural environment (air, water, and land) upon which life depends. EPA's purpose is to ensure that:

- All Americans are protected from significant risks to human health and the environment where they live, learn and work.
- National efforts to reduce environmental risk are based on the best available scientific information.
- Federal laws protecting human health and the environment are enforced fairly and effectively.
- Environmental protection is an integral consideration in U.S. policies concerning natural resources, human health, economic growth, energy, transportation, agriculture, industry, and international trade, and these factors are similarly considered in establishing environmental policy.
- All parts of society (communities, individuals, business, state and local governments, tribal governments) have access to accurate information sufficient to effectively participate in managing human health and environmental risks.
- Environmental protection contributes to making our communities and ecosystems diverse, sustainable and economically productive.
- The United States plays a leadership role in working with other nations to protect the global environment.

EPA New England takes these broad goals and applies them directly to service the needs of New England residents in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. Within the broad landscape of these states, EPA New England recognizes that not all communities share the same environmental and public health conditions. For example, in urban and environmental justice communities throughout New England, residents are exposed to a multitude of environmental and public health hazards, ranging from lead paint to rats on vacant lots to asthma from poor air quality. Cumulatively, the effects of these hazards on urban residents and sensitive populations such as children and the elderly are compounded by issues including environmental injustice, limited economic development opportunities, and social ills. Some suburban and rural communities also face significant risks from nearby industrial, commercial, agricultural or transportation activities in or near their state. These types of conditions result in disproportionate health risks to residents and stress on the quality of the air, water, and land.

In order to maximize effectiveness and resources, nine EPA New England programs are working in partnership to improve environmental conditions for residents across New England. EPA New England's Assistance & Pollution Prevention: Schools Sector, Asthma, Children's Environmental Health, Community Air Toxics, Pesticides, Smart Growth, Tools for Schools, Toxics, and the Urban Environmental Program are combining resources and working together to identify competitive projects that will achieve measurable environmental and public health results in target investment areas and target program areas (see Section III, C, Other Eligibility Criteria for more details) for communities across New England. These participating programs share a focus on reducing environmental and human health risks. Staff and leadership from each of these nine programs will jointly review and select projects for funding through this competitive grant program. Please read the descriptions below to learn more about each participating program. More information on each participating program's activities, projects, and accomplishments is available on-line at www.epa.gov/region01:

- **Assistance & Pollution Prevention - Schools Sector:** The Office of Assistance and Pollution Prevention assists those regulated by EPA laws to come into compliance with legal requirements, and to go "beyond compliance" or reduce regulatory burden through the use of pollution prevention. Pollution prevention techniques aim to reduce the amount and/or toxicity of waste at the source (e.g. air emissions, liquid discharges, solid or hazardous waste). K-12 schools are a priority sector for this office.
- **Asthma:** The Asthma Program is dedicated to enhancing asthma education by educating children with asthma and their parents and/or primary care-givers about indoor asthma triggers in the home and actions that should be taken to reduce these triggers.
- **Children's Environmental Health:** The Children's Environmental Health Program was launched at EPA New England in response to children's special vulnerability to environmental problems, and coordinates a campaign called "Children First" aimed at creating healthier environments in the places where children live, learn, and play -- at home, in schools and outdoors.
- **Community Air Toxics:** The Community Air Toxics program supports effective projects that identify, reduce community exposure to air toxics both in the indoor and outdoor air.
- **Pesticides:** The Pesticides Program supports work to protect agricultural workers, prevent pollution of ground water resources, protect endangered species, promote integrated pest

management (IPM), and reduce risks from the use of pesticides by providing information to public interest groups, academia, the regulated community, and the general public.

- **Smart Growth:** The Smart Growth program works with state agencies, communities, nonprofit organizations and the development sector to help shape land use and growth so that it serves the economy, the community, and the environment. Using a combination of grants, environmental review, and technical assistance, the program works to help strengthen New England's communities while preserving open space and our working landscapes.
- **Tools for Schools:** The Tools for Schools program concentrates on implementing a curriculum and resource tool nationwide to help school officials assess, resolve, and prevent indoor air quality problems and reduce exposure to asthma triggers in school facilities.
- **Toxics:** The Toxics Program regulates and provides oversight over a variety of different toxic chemicals (e.g. lead, PCBs, etc.) regulated under the Toxics Substances Control Act.
- **Urban Environmental Program:** The Urban Environmental Program has worked since 1995 to facilitate partnership development with communities, government and other stakeholders to address environmental and public health problems including lead poisoning, asthma and indoor air quality, ambient air quality, open space and green space, vacant lots, environmental justice, and urban rivers and wetlands in targeted New England cities in Connecticut, Massachusetts, and Rhode Island.

SECTION II. AWARD INFORMATION

Grants may be requested for amounts from \$5,000 - \$30,000 for one to two year project periods starting October 1, 2004. Although the project period can last up to two years, the total amount requested for federal resources cannot exceed \$30,000. The grant program encourages, but does not require, a non-federal match of 5% of the total budget (including the amount requested from EPA New England). This grant program is intended to provide seed funding to inspire and leverage broader investment in creating healthy communities in target investment areas in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. Final grant awards are subject to availability of funds. Applications for supplemental awards of existing Healthy Communities Grants awarded in 2003 are not eligible to compete with new project proposals.

SECTION III. ELIGIBILITY INFORMATION

A. Eligible Applicants

Eligible applicants include non-profit organizations (e.g. grassroots and/or community based organizations); local government, state, or regional agencies; K-12 schools or school districts; and tribes working on projects in Target Investment Areas identified by this grant program in the New England States of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. The Healthy Communities Grant Program will consider funding a college or university if it seeks funding to support a project with substantial community involvement. Private businesses, federal agencies, and individuals are not eligible to be grant recipients; however, they are encouraged to work in partnership with eligible applicants on projects.

Non-Profit Status: Applicants are not required to have a formal Internal Revenue Service (IRS) non-profit designation, such as 501(c)(3) or 501(c)(4); however they must present their letter of incorporation or other documentation demonstrating their non-profit or not-for-profit status. This requirement does not apply to public agencies or federally-recognized Indian tribes. Failure to enclose the letter of incorporation or other documentation demonstrating non-profit or not-for-profit status will render full proposal submissions incomplete and they will not be reviewed. Applicants who do have an IRS 501(c)(4) designation are not eligible for grants if they engage in lobbying, no matter what the source of funding for the lobbying activities. No recipient may use grant funds for lobbying. For-profit enterprises are not eligible to receive sub-grants from eligible recipients, although they may receive contracts, subject to EPA's regulations on procurement under assistance agreements, 40 Code of Federal Regulations (CFR) 30.40 (for non-governmental recipients) and 40 CFR 31.36 (for governments).

B. Matching

The grant program encourages, but does not require, a non-federal match of 5% of the total budget (including the amount requested from EPA New England).

In-Kind Contributions: In-kind match is a non-cash contribution to a project such as volunteered services, and donated supplies (e.g. use of equipment, office/meeting space, printing). These "in-kind contributions" can be counted toward the demonstration of strong partnerships by providing resource support. Volunteered services may include a bookkeeper's maintenance of a group's financial records and preparation of required financial reports or an auditor's review of a group's financial records. Applicants must place a reasonable monetary value on in-kind contributions and include them in the budget. Applicants must be prepared to document in-kind contributions should the organization be awarded a grant. Rates for volunteer services must be consistent with the local community for similar services and may not include fringe benefits, overhead, or profit. EPA can provide funds only for project costs that are allowable under EPA statutory authority. Similarly, the funds that serve as a match toward the project can be counted as such only if they are for costs that EPA can fund. If a project is funded, applicants and all identified match funding is subject to audit to ensure that all costs are appropriate. If costs are ineligible or the grantee cannot properly document match dollars, the grantee will be liable for the disallowed costs.

C. Other Eligibility Criteria

In order to qualify as eligible projects under the Healthy Communities Grant Program, projects must meet two criteria: (1) Be located in and directly benefit one or more of the four Target Investment Areas; and (2) Achieve measurable environmental and public health results in one or more of the ten Target Program Areas. Please see the descriptions below for additional information.

Target Investment Areas:	Environmental Justice Areas of Potential Concern, Places with High Risks from Toxic Air Pollution, Sensitive Populations, and/or Urban Areas
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The Healthy Communities Grant Program seeks to fund projects that are in and directly benefit one or more of the target investment areas of: Environmental Justice Areas of Potential Concern, Places with High Risks from Toxic Air Pollution, Sensitive Populations, and/or Urban Areas in the states of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.

- a. **Environmental Justice Areas of Potential Concern:** For the purposes of this grant program, “Environmental Justice Areas of Potential Concern” refers to communities, neighborhoods, or tribes that represent the lowest-income, most diverse populations in New England. EPA New England is committed to promoting and supporting Environmental Justice which is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. Fair treatment means that no group of people, including any racial, ethnic, or socioeconomic group, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal programs and policies. Meaningful Involvement means that: (1) potentially affected community residents have an appropriate opportunity to participate in decisions about a proposed activity that will affect their environment and/or health; (2) the public's contribution can influence the regulatory agency's decision; (3) the concerns of all participants involved will be considered in the decision-making process; and (4) the decision-makers seek out and facilitate the involvement of those potentially affected. In order to qualify under this target investment area, applicants must demonstrate that their project will meaningfully involve and benefit communities, neighborhoods, or tribes that represent the lowest-income, most diverse populations in New England.
- b. **Places with High Risks from Toxic Air Pollution:** For the purposes of this grant program, “Places with High Risks from Toxic Air Pollution” refers to projects that are focused in a community, city, or area located in a county that has been identified by: (a) EPA’s National Air Toxics Assessment as having health risks for one or more air toxics that are above EPA’s health benchmark (view www.epa.gov/ttn/nata/maprisk.html for maps of risk from air toxics); or (b) identified by the community through other air toxics monitoring, modeling, or analysis efforts. In order to qualify under this target investment area, applicants must demonstrate that the project will directly involve and/or benefit places with high risks from toxic air pollution.
- c. **Sensitive Populations:** For the purposes of this grant program, “Sensitive Populations” refers to populations including children, elderly, and others at increased risk that may be more susceptible to the effects of pollution. EPA’s mission is to ensure that all Americans have a safe and healthy environment where we live, work, and play. However, health-based environmental standards are generally based on risks to healthy adult males, not sensitive populations. Children are more susceptible to the effects of pollution because pound-for-pound, they eat, drink and breathe more than adults and because their immune systems are not fully developed. Older Americans and those with chronic illness also face higher health risks due to their immune system vulnerability. Other socioeconomic and cultural factors can also impact the environment and health of certain populations. In order to qualify under this target investment area, applicants must demonstrate that their project will directly involve and/or benefit the health of sensitive populations (e.g. children, elderly, others at increased risk).
- d. **Urban Areas:** For the purposes of this grant program, “Urban Areas” refers to a city or community which has a population of at least 35,000 people according to 2000 Census data. Projects that benefit many urban areas across the New England Region or in several different cities or states are also eligible for consideration under this target investment area. Below are the cities that qualify under the “Urban Areas” for this grant program:

Connecticut:

Bridgeport, Bristol, Danbury, East Hartford, Enfield, Fairfield, Greenwich,

Groton, Hamden, Hartford, Manchester, Meriden, Middletown, Milford, New Britain, New Haven, Norwalk, Norwich, Shelton, Southington, Stamford, Stratford, Torrington, Wallingford, Waterbury, West Hartford, and West Haven

_____ **Maine:** Lewiston and Portland

_____ **Massachusetts:** Arlington, Attleboro, Barnstable, Beverly, Billerica, Boston, Brockton, Brookline, Cambridge, Chelsea, Chicopee, Everett, Fall River, Fitchburg, Framingham, Haverhill, Holyoke, Lawrence, Leominster, Lowell, Lynn, Malden, Marlborough, Medford, Methuen, New Bedford, Newton, Peabody, Pittsfield, Plymouth, Quincy, Revere, Salem, Somerville, Springfield, Taunton, Waltham, Westfield, Weymouth, Woburn, and Worcester

_____ **New Hampshire:** Concord, Manchester, and Nashua

Rhode Island: Cranston, East Providence, Pawtucket, Providence, Warwick, and Woonsocket

Vermont: Burlington

Target Program Areas: **Asthma, Capacity-Building on Environmental and Public Health Issues, Community Air Toxics, Healthy Indoor Environments, Healthy Schools, Preserving & Restoring Urban Natural Resources and Open/Green Space, Smart Growth & Children's Health, Urban Development & Redevelopment, Urban Transportation & Mobility, and Water Quality Monitoring or Analyses**

The Healthy Communities Grant Program seeks to fund projects in the ten target investment areas of Asthma, Capacity-Building on Environmental and Public Health Issues, Community Air Toxics, Healthy Indoor Environments, Healthy Schools, Preserving & Restoring Urban Natural Resources and Open/Green Space, Smart Growth & Children's Health, Urban Development & Redevelopment, Urban Transportation & Mobility, and Water Quality Monitoring or Analyses that achieve measurable environmental and public health results in one or more of the following Target Program Areas. Please read the description below under each category for additional information.

- a. **Asthma:** Projects should address the micro environment(s) of the child or individual (e.g., places where children or individuals spend most of their time) and one or more of the following topic areas: asthma surveillance, integrated pest management, resident education, and/or indoor air toxins (particulate matter, environmental tobacco smoke, and/or chemicals and indoor contaminants). Asthma Surveillance involves the systematic tracking of asthma data (e.g. asthma prevalence, severity, etc). Integrated pest management is an asthma reduction strategy that can effectively control cockroaches and other pest populations without the use of some pesticides, which can be respiratory irritants. Resident education projects can include many strategies (e.g. trainings and in-home education) to reach children, caregivers, and parents and create or maintain an asthma management plan which includes how to identify and/or reduce indoor environmental triggers. Indoor Air projects can address one or more of the following elements: Particulate Matter (a large group of materials of different sizes and chemical characteristics that are found in the air as solid particles or droplets), Environmental Tobacco Smoke (encourage and motivate residents who smoke to make homes and cars smoke-free to

reduce exposure to secondhand smoke); and/or Chemicals & Indoor Contaminants (pesticides, volatile organic compounds, cleaning supplies, and products of combustion like nitrogen dioxide).

- b. **Capacity Building on Environmental and Public Health Issues:** Projects that increase regional, state, tribal, community, and neighborhood access to information, dialogue, collection and use of data (e.g. GIS mapping, risk evaluation, risk mitigation, collecting emissions data, etc.), and/or improve methods of risk characterization; organize and sponsor community training events, or other forums that increase citizen involvement in understanding or addressing environmental and public health issues (topics may include environmental justice, indoor/ambient air quality, lead, asthma, pesticides, transportation, urban rivers/wetlands, water quality, smart growth, open/green space, and/or vacant lots); build new or strengthen existing coalitions to address Schools, States, or regional programs and one or more other environmental and public health issue(s) are encouraged.
- c. **Community Air Toxics:** Projects that are focused in a city, community, or county that is identified in EPA's National Air Toxics Assessment (please view www.epa.gov/ttn/atw/nata/maprisk.html for maps of these areas) as having health risks for one or more air toxins above EPA's health benchmarks. Projects that create and implement risk management plans; conduct risk screening; build technical and training capacity to help reduce community exposure to indoor and/or outdoor air toxics; create a local inventory of air toxics using available data; evaluate the most significant sources of risk for a community; develop an appropriate pollution prevention plan; develop or implement local air toxics risk management plans with diverse stakeholder involvement (e.g. state, local agencies, community, and business members) to assess local air toxics risks, determine priorities for reduction, identify actions to reduce risks, and evaluate progress in reducing the risk.
- d. **Healthy Indoor Environments:** Projects that focus on reducing and/or preventing childhood lead poisoning; reducing and/or preventing childhood asthma and reducing exposure to asthma triggers; reducing childhood exposure to one or more toxins (PCBs, dioxin, mercury, lead, pesticides, etc.); and promoting healthy homes and other indoor environments.
- e. **Healthy Schools:** Projects that train K-12 school teams to implement EPA's Indoor Air Quality Tools for Schools program (www.epa.gov/iaq/schools) through state-wide or regional workshops, develop or support an environmental management system or a systems approach to improve environmental conditions in schools (www.epa.gov/ne/schools); train K-12 school teams to address asthma triggers particularly in urban areas (www.epa.gov/iaq/schools/asthma); combine Tools for Schools, environmental management systems approaches, asthma and other project areas described in this grant solicitation. For more information on creating healthy school environments, please visit www.epa.gov/schools.
- f. **Preserving & Restoring Urban Natural Resources and Open/Green Space:** Projects that create community gardens and/or support urban agriculture; return open space and vacant lots to safe, productive use; increase community access to urban rivers and other urban natural resources; reduce trash and/or prevent illegal dumping; promote pollution prevention efforts; restore the ecological health of urban natural resources; and protect and enhance open/green space (greenways, school yards, pocket parks, etc.)

- g. Smart Growth & Children's Health:** Children often are more heavily exposed than adults to toxins in the environment. Smart growth can improve air quality by replacing some motor vehicle trips with walking, biking, and other clean forms of transportation, lowering children's exposure to airborne pollutants and risk of respiratory illnesses. Smart growth can also improve water quality by reducing impervious surfaces and preserving green spaces, both of which can decrease non-point source pollution of drinking water sources and recreational waters, reducing children's exposure to pathogens and other waterborne pollutants. In addition, by investing in the urban core and providing sidewalks, parks, and other public places, smart growth can strengthen neighborhoods for children and others. Projects should result in improvements in children's environmental health through smart growth that can be measured and documented, and is replicable. Projects might include, but are not limited to, case studies, workshops, educational materials, or on-site demonstrations.
- h. Urban Development & Redevelopment:** Projects that encourage urban smart growth, reduce sprawl, and/or encourage neighborhood sensitive re-use of vacant lots and/or open space; ensure community involvement in development and/or redevelopment projects; promote smarter and greener development and redevelopment planning, design or implementation of practices; and reduce the environmental and public health impacts of redevelopment projects.
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- i. Urban Transportation & Mobility:** Projects that increase pedestrian friendly and bike friendly routes or transportation systems (bike paths, etc.); increase efficiency, access and/or use of public transportation; support alternative modes of transportation; reduce the environmental impacts of motorized transit; reduce and/or eliminate traffic in neighborhoods; reduce reliance and use of motorized vehicles; and reduce the number of motorized vehicle miles traveled.
- j. Water Quality Monitoring or Analyses:** Projects that focus on determining the quality of a particular water body or watershed, identifying water quality problem(s), and/or determining the cause of pollution through water quality monitoring and/or analyses of water bodies. Projects should involve community groups, educational institutions, watershed groups and/or other organizations. Projects can provide and/or support educational opportunities for students, interns or citizens to learn more about science, biology and water quality monitoring.

Funds for all proposed projects should support activities to restore or revitalize the environment, provide education, outreach, training, organize, or conduct community planning activities in the Target Program Areas defined above. Funds may be used to complement programs of construction or medical treatment. For example, educational outreach to parents of children at risk for lead poisoning that encourages lead screening can be funded, but blood lead screening itself cannot be funded. In addition, funds are available for community planning, workshop design, and organizing that achieves some element of restoration or revitalization of an environmental asset, such as contaminated land, wetlands or wilds, or a riparian area. Federal assistance funds may not be used for (1) lobbying or influencing legislation before Congress or state legislatures; (2) partisan or political advocacy purposes; (3) an activity whose objective could affect or influence the outcome of an EPA regulatory proceeding; or (4) solicitation of private funds. Please see Section IV, E (Application and Submission Information, Budget) for further information.

Applicants should be aware that proposals submitted under this or any other EPA grant program are

subject to the Freedom of Information Act (FOIA). This means that anyone can request and receive copies of all of the information submitted in every grant proposal. If an application contains any confidential business information, this information should be highlighted so the confidentiality can be protected in the event of a FOIA request.

EPA New England will implement this program consistent with the principles of Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations" (February 11, 1994). Projects funded must ensure that no one is subjected to unjust or disproportionate environmental impacts, and that problems are not shifted from one area to another.

SECTION IV. APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

Please send all application materials to: Sandra Padula, Healthy Communities Grant Program, US EPA New England, One Congress Street, Suite 1100(CPT), Boston, MA 02114-2023.

B. Content and Form of Application Submission

The Healthy Communities Grant Program has a two step process for evaluating proposals. The program requires a One-Page Project Summary as a first step, and selected applicants will be invited to submit full proposals for consideration. The format for the One-Page Project Summary is located in Attachment B of this grant application guidance and is the only information that is required for the first step in the competition. The One-Page Project Summary should describe your project, how it will address one or more of the Target Investment Areas and which of the Target Program Areas it will meet (see Section III, C, Other Eligibility Criteria for more information). Identify your project goals and how you will meet them. Explain the expected measurable environmental and public health results or improvements from your project.

Please see the One-Page Project Summary outline in Attachment B for the appropriate format. Sending additional pages of information and/or materials will render your proposal ineligible and it will not be reviewed. Applicants must follow the format provided in Attachment B and should use no less than .75 inch margins and no smaller than 10 point font. **All One-Page Project Summaries must be postmarked by or be received via facsimile (617) 918-0797 or received by e-mail (padula.sandra@epa.gov), no later than May 3, 2004. Only one form of submission listed above is required to meet the deadline.**

If your One-Page Project Summary is selected, you will be invited to submit a full proposal. Application packages must be mailed to EPA New England and **all full proposals must be postmarked by midnight on June 11, 2004. Facsimile and e-mail copies will not be accepted for full proposals.**

EPA New England does not allow covers, binders, or folders to be used for full grant applications. Proposals should be submitted on 8 ½ by 11 inch recycled paper, ideally double-sided. Please use no smaller than 10 point font type, set page margins to no smaller than .75 inches all around, and please do not staple pages within the proposal together. Send the original and (3) three copies of the completed full proposal grant application package to: Sandra Padula, Healthy Communities Grants

Program, U.S. EPA New England, One Congress Street, Suite 1100 (CPT), Boston, MA 02114-2023.

The Application for Federal Assistance (See Attachment E, Standard Form 424) is one of several official forms required for full grant application submissions. Please complete Part 10 of the form, “**Catalogue of Federal Domestic Assistance Number**” with the following information: 66.606 Surveys, Studies, Investigations, and Special Purpose Grants. Applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when submitting a full grant application for consideration. Organizations can receive a DUNS number in one day, at no cost, by calling the dedicated toll-free DUNS number request line at 1-866-705-0025. The website where an organization can also obtain a DUNS number is: <http://www.dnb.com>. This is a new requirement from the Office of Management and Budget for grants, effective October 1, 2003.

The full grant application package must include the following elements:

- (1) Completed Application Forms (see Attachment E for Standard Forms 424, 424A and 424B. Additional Government application forms including Debarment and Suspension and the Preaward Compliance Report will be supplied to finalists.)
- (2) One-Page Project Summary (see Attachment B)
- (3) Five page Proposal Narrative
- (4) Healthy Communities Grant Program Project Schedule (see Attachment C)
- (5) Budget Detail Sheet with match information, if any (see sample in Attachment D)
- (6) Documentation demonstrating non-profit or non-for-profit status
- (7) Resumes of up to three key project staff
- (8) Letters of Commitment from all project partners (if the project involves partners)

Proof of Non-Profit Status: All applicants, except public agencies, municipalities, and Federally-recognized Tribes must attach documentation demonstrating non-profit status or articles of incorporation. Applications without this documentation will not be considered. For more information read Section III, A, Eligibility Information.

Commitment Letters: Letters of commitment from all partners collaborating on this project and/or contributing any matching funds (cash or in-kind) to the project must be submitted with your proposal, not sent separately. Letters must be submitted on letterhead (if applicable), signed by the project partner, and include the partner’s telephone number and address. The commitment letters can be addressed either to the applicant or to EPA New England. Commitment letters must specify the nature of the match, if any, (cash or in-kind services) and must describe the role of the project partner in the project. If the partner is providing matching funds, the organization providing the match must be able to certify that the funds will be available during the project period. Applications for projects that have listed partners but do not include commitment letters from every listed project partner will be ineligible. Please do not send letters of general support from non-match partners or others not directly involved in the project; they will not be used in the evaluation and review process.

Proposal Narrative: The project proposal including the proposal narrative, program evaluation, and a narrative discussion of the budget, is limited to five pages. Exceeding this five page limit will make the application ineligible. A One-Page Project Summary, detailed schedule, and budget (see Attachments B-D for required formats) must also be submitted for each application; these are not considered part of the five page limitation. The budget narrative must clearly explain the use of funds and include a brief statement of other resources identified to assist with the project. This should

include monetary, in-kind, and projected continuation funding. It is not necessary to have secured continuation funding. However, it is necessary to identify prospects for ongoing funding and a strategy for program continuation. The narrative should follow the format outlined below:

The narrative for the full proposal should describe your organization and the proposed project, answering as many of the following questions as possible. It must not be longer than five pages of text; these five pages may be on either single-sided or double-sided sheets of paper. Proposal narratives shorter than five pages are acceptable. Your proposal should answer the questions outlined below, follow the same general format outlined below in bold (The Organization, The Project, Program Implementation, Program Evaluation, and Budget) and be responsive to the application guidelines. Review of grants will be based on satisfaction of the grant criteria and the quality of your response to the questions detailed in the criteria for the application review.

a. The Organization

Key questions include: Who are you? When were you organized? What are the issues your organization addresses? What are your goals? What have you accomplished in pursuit of these goals? How does the project you are proposing fit into your organization's mission and other efforts? Why are you the right group to do the work you are proposing?

b. The Project

Key questions include: Describe your project and which Healthy Communities Target Program Area(s) and Target Investment Area(s) the project meets. How will this project improve the environment and/or public health? Describe the community this project will serve and address the cultural, linguistic and economic reality of your target investment area. Why is your organization working in this community and how will you involve residents? Why is this approach particularly effective with this community? Are there other organizations working on this issue in your community? How is this project different from what is already being done, and can it serve as a model? Will this project be complementary to ongoing efforts? Who will direct this effort? What other groups will you work with on this project (other community groups, local government agencies, universities, religious organizations, volunteer groups, health department and/or health centers) and how will you work together? What is the partner(s) level of involvement on this project? How will the partnerships enhance the final product? What are the expected improvements in environmental quality and/or public health?

c. Program Implementation (see Attachment C, Healthy Communities Project Schedule)
Please complete the Healthy Communities Project Schedule form in Attachment C. Please make sure that your Healthy Communities Project Schedule form addresses how you implement your program, your schedule and timeline for completing tasks, and your project deliverables.

d. Program Evaluation

What level/type of evaluation will you incorporate into your project plan? EPA is interested in a method or process which will provide data to assess the effectiveness of a particular education, outreach, training, organizing, environmental clean-up, or green space development strategy etc. The method for collecting or tracking your data will depend on the specifics of your project. For example, administering a pre and post survey to trained participants may be appropriate for one project, while another project may document pre and post project changes in the physical environment, or decreased environmental degradation from eliminating illegal

dumping, or growth in job creation resulting from the project. The evaluation component serves to: (1) offer model strategies that have been shown to be effective and sustainable in a particular community, and (2) reinforces the importance of continued support of community-based environmental protection efforts that have proven to be effective. Your evaluation strategy should consider ways to determine: (1) Are you reaching your target group? (2) Have your environmental clean-up, restoration education, outreach, or training efforts had any effect on the lives of your target group? (3) Has your project effort resulted in community improvements in human health and/or environmental quality?

Key questions include: How will you evaluate your work? How will you determine if your objectives are being met? How will you document that this project has been effective? Will you keep track of the people who have received information or technical assistance from you (log systems, sign in sheets etc.)? Will you re-contact all or some of those you've worked with to see if your assistance has made a difference? Will your project result in long term behavioral changes? If needed, how will you make any necessary mid-course corrections?

e. Budget

Even though a proposal may involve an eligible applicant, eligible activity, and eligible purpose, grant funds cannot necessarily pay for all of the costs which the recipient might incur in the course of carrying out the project. Allowable costs are determined by reference to the EPA regulations cited in the table below and to OMB Circulars A-122, "Cost Principles for Non-profit Organizations," and A-21 "Cost Principles for Education Institutions," and A-87 "Cost Principles for State, Local, and Indian Tribal Governments." Generally, costs that are allowable include salaries, equipment, supplies, travel to meetings, training, and rental of office space, as long as these are "necessary and reasonable." Entertainment and providing food are examples of generally unallowable costs. Please see Section IV, E, Application and Submission Information, Budget for further information

Key questions include: What are the project expenses for the period for which you are requesting funding by budget category (See Attachment D for sample)? Which expenses are related to the evaluation (staff time devoted to surveying or analysis should be specified as well as any other evaluation). How much funding will you need from the Healthy Communities Grant Program? Where will you get any remaining funds for the project? Please identify received and anticipated funds. How will you continue work after the grant period?

C. Submission Dates and Times

All One-Page Project Summaries must be postmarked by or be received via facsimile (617) 918-0797 or received by e-mail (padula.sandra@epa.gov), no later than May 3, 2004. Only one form of submission listed above is required to meet the deadline.

If your One-Page Project Summary is selected, the full application package must be mailed to EPA New England and postmarked no later than June 11, 2004. Facsimile and e-mail copies will not be accepted for full proposals.

D. Intergovernmental Review

Intergovernmental Review does not apply to the One-Page Project Summary, but does apply to full

proposals. Your full proposal application to this EPA New England program may be subject to your state's intergovernmental review process and/or consultation requirements of Section 204, Demonstration Cities and Metropolitan District Act. Check with your state's Single Point of Contact to determine which requirements, if any, apply to your application. Some states do not require this review. A list of the states Single Point of Contact is available at www.whitehouse.gov/omb/grants/spoc.html. Finalists from Rhode Island, Maine, and New Hampshire will need to apply to their State Clearinghouse for a 30 day Intergovernmental Clearinghouse review process. _____

E. Funding Restrictions

Funds for all proposed projects should support activities to restore or revitalize the environment, provide education, outreach, training, organizing, or conducting community planning activities in the Target Program Areas described in Section III, C, Other Eligibility Criteria. Funds may be used to complement programs of construction or medical treatment. For example, educational outreach to parents of children at risk for lead poisoning that encourages lead screening can be funded, but blood lead screening itself can not be funded. In addition, funds are available for community planning, workshop design, and organizing that achieves some element of restoration or revitalization of an environmental asset, such as contaminated land, wetlands or wilds, or a riparian area. Staff time to prepare quality assurance and quality management plans and travel for national, regional or other meetings and/or events (e.g. National Tools for Schools Symposium, Healthy Communities Grant Program End-of-Year Meeting, Healthy Communities Grant Program New Grantee Training, and other events as appropriate for project proposal) are also eligible costs.

Federal assistance funds may not be used for (1) lobbying or influencing legislation before Congress or state legislatures; (2) partisan or political advocacy purposes; (3) an activity whose objective could affect or influence the outcome of an EPA regulatory proceeding; or (4) solicitation of private funds. project. For example, allowable costs are determined by reference to the EPA regulations cited in the table below and to OMB Circulars A-122, "Cost Principles for Non-profit Organizations," and A-21 "Cost Principles for Education Institutions," and A-87 "Cost Principles for State, Local, and Indian Tribal Governments." Generally, costs that are allowable include salaries, equipment, supplies, travel to meetings, training, and rental of office space, as long as these are "necessary and reasonable." Entertainment and providing food are examples of generally unallowable costs. _____

F. Other Submission Requirements

In order to answer any questions you may have, the Healthy Communities Grant Program will sponsor four telephone conference calls to address questions before the One-Page Project Summary is due. **The training sessions are optional, but RSVPs are required.** Upon receipt of your RSVP, you will receive instructions on how to participate in the conference calls. Training sessions for the One-Page Summary Outlines are scheduled for April 27, 2004 (9:00 am - 11:00 am and 1:00 pm - 3:00 pm) and April 28, 2004 (9:00 am - 11:00 am and 1:00 pm - 3:00 pm). Please see Attachment A of this grant guidance for more details and registration information for the conference calls.

After finalists are selected, the Healthy Communities Grant Program will host two additional training sessions for finalists on June 2 and June 3, 2004. Additional details on these training sessions for finalists will be provided in letter form after May 10, 2004.

SECTION V. APPLICATION REVIEW INFORMATION

A. Criteria

The Healthy Communities Grant Program is EPA New England's main grant program to work directly with communities to reduce environmental risks to protect and improve human health and the quality of life. The Healthy Communities Grant Program will achieve this through identifying and funding projects that:

- Target resources to benefit communities at risk (e.g. environmental justice areas of potential concern, places with high risk from toxic air pollution, urban areas) and sensitive populations (e.g. children, elderly, others at increased risk).
- Assess, understand, and reduce environmental and human health risks.
- Increase collaboration through community-based projects.
- Build institutional and community capacity to understand and solve environment and human health problems.
- Achieve measurable environment and human health benefits.

Proposed projects must meet at least one out of the eight statutory threshold determinations listed below:

Clean Air Act, Section 103(b)(3)	Clean Water Act, Section 104(b)(3)
Resource Conservation and Recovery Act, Section 8001	Toxic Substances Control Act, Section 10
Safe Drinking Water Act, Section 1442(a)(b)	Federal Insecticide, Fungicide, and Rodenticide Act, Section 20
National Environmental Education Act, Section 6	Pollution Prevention Act, Section 6605

In making selections, factors including geographic diversity, project diversity, costs, available resources, and project transferability or replicability may be considered. Proposals will also be evaluated against the five selection criteria outlined below.

CRITERION ONE: Healthy Communities Target Program Areas (30 points)

Extent to which the proposed project will address one or more of the Target Program Areas (Asthma, Capacity-Building on Environmental and Public Health Issues, Community Air Toxics, Healthy Indoor Environments, Healthy Schools, Preserving & Restoring Urban Natural Resources and Open/Green Space, Smart Growth & Children's Health, Urban Development & Redevelopment, Urban Transportation & Mobility, and Water Quality Monitoring or Analyses) and is located in and will directly benefit one or more Target Investment Areas (Environmental Justice Areas of Potential Concern, Places with High Risks from Toxic Air Pollution, Sensitive Populations, and/or Urban Areas) in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. All project proposals must address the following three questions:

- What Healthy Communities Target Program Area(s) will be addressed?

- What will the proposed project do to address the problem(s) identified?
- How is the project addressing one or more Target Investment Area(s) and who will benefit directly from this project?

CRITERION TWO: Measurable Results (30 points)

Extent to which the proposal measures both quantitative and qualitative results. All project proposals must address the following three questions:

- What are the measurable and achievable short term results that will be achieved?
- How do you plan to measure results and how will your approach use resources effectively and efficiently?
- If applicable, how will you ensure that data and information is usable, accessible to the public, and is shared with appropriate stakeholders (e.g. local government, residents, etc.)?

In addition to these general questions, please address the following specific questions if your proposal addresses one or more of the following Target Program Areas listed below (Asthma, Healthy Schools, Smart Growth & Children's Health, Urban Development & Redevelopment, Urban Transportation & Mobility, and/or Water Quality Monitoring or Analyses):

a. **Asthma:** _____

_____ Please see Section III, C, Other Eligibility Criteria for more information on this Target Program Area. Please answer all the questions listed below that apply to your project proposal.

- **Asthma Surveillance Projects:** How will you establish systematic tracking for asthma? Will the tracking system be useful to state public health and environment departments?
- **Integrated Pest Management Projects:** How will you demonstrate that the strategies employed will reduce the presence of pests and asthma triggers?
- **Indoor Air Toxins Projects:** How will project activities strengthen the capacity of families and communities to create and sustain a healthy environments for children? How will the project increase understanding of how to conduct an effective asthma management program that addresses indoor asthma triggers (e.g. secondhand smoke, particulate matter, etc.)?

b. **Healthy Schools:** _____

_____ Please see Section III, C, Other Eligibility Criteria for more information on this Target Program Area. Please answer all the questions listed below that apply to your project proposal.

- How many school teams will be trained to implement EPA's Indoor Air Quality Tools for Schools program? How many school teams will be trained on developing and/or implementing an environmental management systems approach? How many school teams will be provided consultation and/or technical assistance for the purpose of developing and implementing school environmental policies related to any topic under Healthy Schools? How many school teams will be provided consultation and/or technical assistance for the purpose of assisting schools that are taking steps to correct environmental problems? What are the expected reductions in pollution upon implementation of your project? How will your management system measurably improve conditions within the school? How will your project measure long term behavioral changes?

c. Smart Growth & Children's Health:

Please see Section III, C, Other Eligibility Criteria for more information on this Target Program Area. Please answer all the questions listed below that apply to your project proposal.

- For All Planning or Visioning Proposals: Once a plan or vision is developed, what next steps will be taken to ensure the plan or vision is implemented? How will the plan or vision's contribution to healthy communities be measured?

d. Urban Development & Redevelopment:

Please see Section III, C, Other Eligibility Criteria for more information on this Target Program Area. Please answer all the questions listed below that apply to your project proposal.

- For All Planning or Visioning Proposals: Once a plan or vision is developed, what next steps will be taken to ensure the plan or vision is implemented? How will the plan or vision's contribution to healthy communities be measured?

e. Urban Transportation & Mobility:

Please see Section III, C, Other Eligibility Criteria for more information on this Target Program Area. Please answer all the questions listed below that apply to your project proposal.

- For All Planning or Visioning Proposals: Once a plan or vision is developed, what next steps will be taken to ensure the plan or vision is implemented? How will the plan or vision's contribution to healthy communities be measured?

f. Water Quality Monitoring or Analyses:

Please see Section III, C, Other Eligibility Criteria for more information on this Target Program Area. Please answer all the questions listed below that apply to your project proposal.

- What parameters do you plan to monitor and for what purpose? How will this project help you to assess the quality of the water body or identify the extent of the pollution and potential causes? What will the data be used for? How will you assure your data collected will meet EPA's quality assurance requirements?

CRITERION THREE: Community Involvement & Effective Partnerships (20 points)

Extent to which the Target Investment Area (Environmental Justice Areas of Potential Concern, Places with High Risks from Toxic Air Pollution, Sensitive Populations, and/or Urban Areas) community or communities will be principally involved in the development and management of the project. Demonstration that the project includes specific ways to empower the community to be active in addressing the project goals. Extent to which the applicant will be partnering with other local stakeholders including local government, the private sector, academia, medical establishments or others. Commitment letters from all project partners will be reviewed as part of the evaluation process. All project proposals must address the following three questions:

- How do your partners represent those in the community who have an interest in or will be affected by the project?
- What methods will be used for community involvement to assure that all affected by the project are provided an opportunity to participate? How will you ensure that no one is subjected to unjust or disproportionate environmental burdens as a result of the project?

- What will your partners be responsible for as part of your proposal and what commitments have they made to ensure the project's success (e.g. staff time, in-kind resources, letters of commitment, or any matching funding)?_____

CRITERION FOUR: Critical Need & Sustainability (10 points)

Extent to which funding is a critical resource to start or maintain a program or project that the organization will sustain or continue work beyond the EPA grant period. All project proposals must address the following five questions:

- What is the long-term commitment to the project, and can it serve as a model for others?
- How critical is this funding to the success of the project proposal?
- Have you explored other funding resources to support this project? If so, what?
- After funds from EPA are exhausted, will any part of the work continue?
- If applicable, under what specific legal and regulatory authority (local, state, or Tribal) will the proposal be implemented, and does the proposal represent new steps or build upon other projects addressing the same issue(s)?

CRITERION FIVE: Evaluation (10 points)

Extent to which proposed program includes an evaluation component that demonstrates the effectiveness of the proposed project goals and results. All project proposals must address the following three questions:

- How will needed changes to the project be identified and incorporated in an ongoing basis?
- After the project is completed, how will these results be evaluated to demonstrate how your goals were met and lessons learned?
- How will you share the experiences and results of the project with the target community and other communities to ensure broad public accessibility?

B. Review and Selection Process

EPA New England employees across contributing programs will review, evaluate, and select grant recipients. One Page Project Summary applications will be screened to ensure that they meet all eligibility and threshold requirements described in this grant program and will be ranked to determine qualified applications that are invited to submit a full proposal for review. Full proposals will be evaluated and scored by a set of reviewers based on the evaluation criteria outlined above. After the qualified full proposals are evaluated and scored, EPA New England contributing programs will compare the best applications and make final recommendations based on funding availability.

Additional factors that EPA New England will take into account include geographic and socioeconomic balance, diverse nature of the projects, cost, past performance, and projects whose benefits can be sustained beyond the grant period. Please note that this is a very competitive grant program, and limited funding is available for qualified projects. EPA New England expects to receive many grant applications, and it will not be possible to fund all applications received. EPA New England reserves the right to reject all proposals or applications and make no grant awards.

EPA New England is available to provide feedback and comments to candidates that were not invited to submit full proposals, or that were not selected for final award. Please see Section VII, Agency Contact for information. If there are any disputes related to this grant competition, they will be resolved in accordance with 40 CFR 30.63 and Part 31, Subpart F. A listing of other EPA grant programs may be found in the Catalog of Federal Domestic Assistance. This publication is available on the internet at www.cfda.gov and a local libraries, colleges or universities.

C. Anticipated Announcement and Award Dates

April 5, 2004	Healthy Communities Grant Program Application guidance is released.
April 5, 2004 to May 3, 2004	Eligible grant recipients develop and complete their One-Page Project Summaries
April 27, 2004 (9:00am - 11:00am) (1:00pm - 3:00pm)	Healthy Communities Grant Program Information Sessions via conference call. The conference call is open to any interested applicant to review criteria and answer questions. See Appendix A to RSVP for conference calls.
April 28, 2004 (9:00am - 11:00am) (1:00pm - 3:00pm)	
May 3, 2004	One-Page Project Summary submissions must be <u>postmarked</u> by this date and mailed to Sandra Padula, Healthy Communities Grant Program, EPA New England, 1 Congress Street, Suite 1100, Mail Code (CPT), Boston, MA 02114-2023 <u>or</u> received via facsimile at (617)918-0797 <u>or</u> received by e-mail at padula.sandra@epa.gov . Only <u>one</u> form of submission listed above is required to meet the deadline.
May 4, 2004 to May 7, 2004	One-Page Summary submissions are evaluated.
May 10, 2004	Selected finalists will be notified via telephone and invited to submit a full proposal. Formal letters will be sent out to all applicants to notify them of the status of their One-Page Project Summary Submissions.
May 10, 2004 to June 11, 2004	Finalists develop and complete their full applications.
June 2-3, 2004	Training sessions will be hosted for finalists to answer questions about preparing the full proposal. The locations of the sessions will be determined after the finalists are notified and more details will be provided to finalists in their notification letter.
June 11, 2004	Full applications must be <u>postmarked</u> by this date. No facsimile or e-mail copies will be accepted.
June 14, 2004 to June 25, 2004	Full applications are reviewed and evaluated.
June 30, 2004	Applicants will be contacted via telephone if their application is being considered for funding. Some applicants may be asked to make revisions to their proposed project work plans. Finalists from Rhode Island, Maine, and New Hampshire will need to apply to their State Clearinghouse for a 30 day Intergovernmental Clearinghouse review process. Formal letters will be sent to all applicants to notify them of the status of their submission.

July 12, 2004

Finalists must submit all required materials for proposed project.

September 2004

EPA New England expects to formally announce Healthy Communities Grant Program Recipients.

SECTION VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

Once applications have been recommended for funding, EPA New England staff will notify finalists and request any additional information necessary to complete the award process. The finalists will be required to complete a set of government application forms before receiving a grant. The federal government requires all grantees to certify and assure that they will comply with all applicable federal laws, regulations, and requirements. Applicants whose projects are not selected for funding will also be notified by mail.

B. Reporting

All recipients must attend a training session for new grantees, submit quarterly reports and a final report for EPA Project Officer approval. Should a grant project involve the collection of environmental data, a Quality Assurance Project Plan (QAPP) will be required to be written, reviewed, and approved by EPA before the data collection can begin. If you have questions regarding QAPP requirements, please contact Nora Conlon of EPA New England at conlon.nora@epa.gov. Specific report requirements (e.g. Final Technical Report and Financial Status Report) will be described in the award agreement. EPA will collect, evaluate, and disseminate grantee's final reports to serve as model programs. For further information about the contributing programs for the Healthy Communities Grant Program, please visit EPA New England's website at www.epa.gov/region01.

SECTION VII. AGENCY CONTACT

For inquiries regarding the Healthy Communities Grant Program, please contact:

Sandra Padula
EPA New England
1 Congress Street, Suite 1100 (CPT)
Boston, MA 02114-2023
Phone: 617-918-1797
Fax: 617-918-0797
E-mail: padula.sandra@epa.gov.

SECTION VIII. OTHER INFORMATION

Examples of Potential Projects

The following are examples of the types of projects EPA would consider for funding under the Healthy Communities Grant Program. These examples are illustrative only, and are not intended to limit proposal ideas.

- Design an asthma surveillance tracking system.

- Develop and implement a multi-lingual educational and outreach program that addresses asthma triggers and identifies possible mitigation measures for children.
- Design an asthma education program in collaboration with a state environmental department and department of public health.
- Build state and local capacity to decrease asthma incidence in urban areas across the states of Rhode Island, Massachusetts, and Connecticut.
- Develop a template or model for innovative land use techniques such as trading of development rights, designed to make it easier for communities to site development in suitable areas and protect important natural resources.
- Create a coalition of civic, business, community, and environmental groups to develop and implement an economic development plan that supports environmental and public health protection efforts.
- Provide training to school or school district teams to implement EPA's Indoor Air Quality Tools for Schools Program.
- Provide technical assistance and/or training to school or school district teams that are implementing EPA's Indoor Air Quality Tools for Schools Program.
- Sponsor regional, statewide or local workshops to train school officials, health officials, parents of school aged children, or other sensitive populations on indoor air quality and related environmental health issues in schools.
- Assist school teams to develop and implement an environmental management systems approach.
- Assist school teams to reduce the prevalence of asthma triggers in urban school districts.
- Develop, improve upon existing, and/or promote site specific environmental assessment checklists, which include both regulations and best management practices, which could be used by schools to determine their environmental baselines, identify issues of concern, and help schools prioritize which environmental problems to address.
- Work with organizations that provide accreditation, certification, insurance or bonding to K-12 schools, in order to create incentives for schools to implement environmental management systems.
- Provide schools technical assistance on Indoor Air Quality Tools for Schools implementation, pollution prevention, chemical management, diesel exhaust, integrated pest management, energy efficiency and ventilation cost savings, lead in drinking water, or other related environmental concerns to schools.
- Create a technical resource and training center for community air risk screening as well as a resource for pollution prevention strategies for the prioritized air risks.
- Implement strategies to address small commercial sources of toxic air pollution concentrated in specific areas or impacting sensitive populations (e.g. pollution prevention training for printers, electroplaters, plastic and foam manufacturers, and/or auto refinishing and repair shops).
- Identify transportation strategies for the community such as identifying diesel truck or bus fleets conducting anti-idling training and awareness campaigns for both the fleets and the community.
- Identify neighborhood environmental concerns and develop strategies to restore the local environment.

- Adoption of smart growth principles and practices into urban development and redevelopment projects.
- Working with a municipality and community to identify and implement risk reduction strategies that integrate efforts for controlling indoor and outdoor sources (e.g. painting and cleaning products, gas can exchanges and consumer products).
- Target reduction of combustion by-products, such as environmental tobacco smoke and smoke from burning of trash and brush through education and awareness campaigns.
- Develop and implement a holistic approach in presenting and communicating risk to local urban residents and target populations on multiple exposure pathways for environmental and public health hazards (e.g. activity-based, media-based, or place-based).
- Facilitate productive dialog among the New England states and across disciplines regarding asthma tracking and surveillance and the development of healthier school and home environments.
- Build state or local capacity to increase homeland security through pollution prevention, particularly in high risk communities.
- Conduct outreach and education activities that result in better outcomes, improved health, or leads to a reduction in the use of toxic chemicals in areas where children spend their time (home and/or school) and reduce childhood exposure to harmful chemicals (e.g. pesticides).
- Develop an integrated pest management program which focuses on reducing pesticide exposures for elderly populations (e.g. nursing homes, community centers, etc.).
- Increase access and use of public transit systems, reducing dependency/use of motorized vehicles, and increasing use of efficient technologies to reduce vehicular and bus emissions in urban areas.
- Promote children's respiratory health and physical activity by providing safe, environmentally healthy routes to schools such as bike paths or other non-motorized modes of transportation.
- Provide healthy places for children to play by preserving open space, redeveloping brownfields or vacant lots into parks, or reducing non-point sources of pollution.
- Foster partnerships between groups that focus on smart growth and those that focus on children's environmental health; these partnerships should result in actions such as development of a regional land use plan that promotes children's environmental health.
- Conduct an education and outreach campaign in low-income, diverse urban neighborhoods on vehicle idling, asthma, and ambient air quality.
- Develop and implement an intern, student, or work study program in conjunction with a school or college that provides opportunities for students to gain experience in the water quality monitoring field and provides quality data to improve our understanding of a particular water body and the extent and causes of pollution.
- Develop and implement a volunteer monitoring program to measure and track water quality of a water body or watershed in a community.
- Develop and implement a program to support and expand existing volunteer water quality monitoring efforts (e.g. training for volunteers, purchasing equipment, materials, lab analysis and report generation).

Attachment A

2004 HEALTHY COMMUNITIES GRANT PROGRAM INFORMATION SESSIONS

The U.S. EPA New England will sponsor four telephone Information Sessions to provide assistance to applicants with the One-Page Project Summary grant application. The conference calls are an opportunity to get more information about the EPA programs working in target investment areas across New England, the grant application process as well as practical tips on how to prepare a strong application. Participation is optional, but RSVPs are required.

Calls will be held on:

April 27, 2004 (9:00 am - 11:00 am & 1:00 pm - 3:00 pm)

AND

April 28, 2004 (9:00 am - 11:00 am & 1:00 pm - 3:00 pm)

To register for one of the conference calls, please mail your completed registration form to: **Sandra Padula, U.S. EPA New England, One Congress Street, Suite 1100, Mail Code (CPT), Boston, MA 02114-2023.** You may also fax your registration to (617) 918-0797. Instructions will be sent to you once your registration form is received. **The deadline to RSVP is Friday, April 23, 2004.** If you have questions please contact Sandra Padula at (617) 918-1797.

Healthy Communities Grant Program Information Session Registration Form

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Tel: _____ Fax: _____

Email Address: _____

Please select one of the following options for conference call participation. Please indicate 1st and 2nd choice.

_____ **April 27, 2004 9:00 am - 11:00 am**

_____ **April 27, 2004 1:00 pm - 3:00 pm**

_____ **April 28, 2004 9:00 am - 1:00 pm**

_____ **April 28, 2004 1:00 pm - 3:00 pm**

Attachment B

HEALTHY COMMUNITIES GRANT PROGRAM ONE-PAGE PROJECT SUMMARY FORMAT

I. APPLICANT INFORMATION

Organization Name:

Address:

Project Contact Name(s):

Telephone/Fax:

Project Title:

City/State/Zip:

Email Address:

2. SUMMARY BUDGET & PROJECT PARTNER INFORMATION

Dollar Amount Requested from EPA

Dollar Amount of Matching Funds (if any)

Dollar Amount of Total Project Budget (EPA + match, if any)

Match as a Percentage of Total Budget (if any)

List of Organizations Partnering On The Project (if any)

3. PROJECT SUMMARY INFORMATION

A. Briefly Summarize The Proposed Project:

[Clearly describe: your project, what environmental and/or public health problem(s) your proposal seeks to address, your project goals, key tasks/deliverables, why your organization & partners are appropriate for this work, and a description of the target audience or community the project will serve and how that area meets one or more of the Target Investment Areas (Environmental Justice Areas of Potential Concern, Places With High Risk from Toxic Air Pollution, Sensitive Populations, and/or Urban Areas). If your project addresses more than one Target Investment Area, you must clearly address each one in this section.]

B. How Will The Project Address The Healthy Communities Target Program Areas?

[Clearly describe: Which Target Program Area(s) (Asthma, Capacity Building on Environmental and Public Health Issues, Community Air Toxics, Healthy Indoor Environments, Healthy Schools, Preserving & Restoring Urban Natural Resources and Open/Green Space, Smart Growth & Children's Health, Urban Development & Redevelopment, and Urban Transportation & Mobility, and Water Quality Monitoring or Analyses) your project will address and how it will do so. If your project addresses more than one Target Program Area, you must clearly address each one in this section. Describe expected short term measurable results in terms of environment and/or public health improvements.]

HEALTHY COMMUNITIES GRANT PROGRAM PROJECT SCHEDULE

Organization Name:

Project Title:

Project Deliverables	Contact Person (per Task)	Time (Month, Year)	Project Deliverables
Objective # 1:			
1. Tasks Required	Key Contact	October - November, 2004	1. Deliverable
2. Tasks Required - Subtasks	Key Contact	December 2004	2. Deliverable
Objective # 2			
1. Tasks Required	Key Contact	January 2005	1. Deliverable
2. Tasks Required	Key Contact	February - March 2005	2. Deliverable
3. Tasks Required	Key Contact	April 2005	3. Deliverable
Objective #3			
1. Tasks Required -Subtasks	Key Contact	May - June 2005	1. Deliverable
2. Tasks Required - Subtasks	Key Contact	July - September 2005	2. Deliverable
			3. Deliverable
			4. Deliverable
Objective #4			
1. Tasks Required	Key Contact	September 2005	1. Deliverable

Attachment D

SAMPLE BUDGET DETAIL

<u>Expenditures</u>	<u>Total Project Budget</u>	<u>Amount from EPA Grant</u>	<u>Other Resources (Cash or in kind, if any)</u>
<i>1. Personnel</i>			
0.5 FTE Community Outreach Worker @ \$10.00/hr	\$ 4,400.00	\$4,400.00	
0.2 FTE Project Coordinator @ \$12.00/hr	2,400.00	2,400.00	
0.2 FTE Office Manager @ \$7.00/hr	<u>1,200.00</u>	<u>1,200.00</u>	
	8,000.00	8,000.00	
<i>2. Fringe Benefits at 17%</i>			
0.5 FTE* Community Outreach Worker @ \$10.00/hr	\$ 748.00	\$ 748.00	
0.2 FTE Project Coordinator @ \$12.00/hr	408.00	408.00	
0.2 FTE Office Manager @ \$7.00/hr	<u>204.00</u>	<u>204.00</u>	
	1,360.00	1,360.00	
<i>3. Travel</i>			
Local Travel @ \$0.26/mile	\$ 800.00	\$ 800.00	
<i>4. Equipment **</i>			
Audio Visual and Projector Rental	\$2,100.00		\$2,100.00
Typewriter/PC	<u>800.00</u>	\$ 800.00	
	2,900.00		
<i>5. Supplies</i>			
Paper	\$ 250.00	\$ 250.00	
Pencils/Pens	100.00		\$ 100.00
Folders	<u>150.00</u>		<u>150.00</u>
	500.00		250.00
<i>6. Other</i>			
Printing	\$ 750.00	\$ 500.00	\$ 250.00
Postage	900.00		900.00
Telephone	<u>630.00</u>	<u>630.00</u>	
	2,280.00	1,130.00	1,150.00
<i>7. Contractual ***</i>			
XYZ Research/Evaluation Company	\$2,360.00	\$2,360.00	
ABC Engineering Company	<u>1,800.00</u>	<u>900.00</u>	900.00
	4,160.00	3,260.00	
Total	\$20,000.00	\$15,600.00	\$4,500.00

* FTE - Full Time Employee

** Equipment must be for this project and carefully justified in the budget narrative.

*** Specify in budget narrative how contractual funds will be used.

Attachment E – Application Form 424 (For Full Proposals)

Check List of Required Materials for Full Proposal:

- _____ Completed Forms 424, 424A and 424B (Attachment E)
- _____ Completed Government application forms including Debarment and Suspension Certification and the Preaward Compliance Report. These forms will be supplied to finalists.
- _____ One-Page Project Summary Format (Attachment B)
- _____ Full Project Proposal which includes the proposal narrative, program evaluation and budget narrative (No more than five pages).
- _____ Healthy Communities Project Schedule (Attachment C)
- _____ Budget Detail (Attachment D for sample)
- _____ Proof of non-profit or not-for-profit status.
- _____ Letters of commitment from all project partners. Letters must specify the nature and match (if any) and must commit the organization's availability to the project.
- _____ Up to three (3) resumes for key project staff. Resumes must be no more than 2 pages in length.